

**How to Use the Chicago Manual Style of Documentation
Learning Center
Peace College, Finch Library**

In-text citations-

- *Use **footnotes** throughout the paper, and a Bibliography Page at the end of the paper.
- ***Endnotes** are used at the end of the paper also, but you must still include a Bibliography page.
- *Choose either footnotes or endnotes – do not use both.
- *Use the footnote immediately after the cited material, and notes should be numbered consecutively throughout the text.
- *Endnotes should also be numbered consecutively and appear at the end of the paper.
- *As with APA and MLA styles, original phrases and words should be enclosed with quotation marks.

In A History of Reading, Alberto Manuel asserts that “we, today’s readers, have yet to learn what reading is.”¹

Footnotes and Endnotes-

Footnotes appear at the bottom of the page that your cited material is located; endnotes appear at the end of the paper.

Two or more authors-

List the author’s names the same way they appear on the title page of the book

1. Frederick Jones and Silvia Yates, Choices (New York: Quest Printing, 1997), 76.

Three or more authors-

2. Heidi Zanter, et al., Borderline Students (San Diego: Sage, 1987), 15.

The basic format for a book is as follows:

Author’s First name, last name, Title (may be underlined or italicized) (Publication place: publisher, date of publication), page number.

3. Alberto Manuel, A History of Reading (New York: Viking, 1996), 23

The format for an article is:

Author’s first name, last name, “Article Title,” Title of periodical (underlined or italicized) Volume or Issue # (Year of publication): page numbers.

4. Sarah Greene, “What Every Child Should Read,” *Modern Child* 30 (2002): 33-37.

In later references to the same source, you may use the author's last name and page number only.

5. Green, 35.

Internet sources and Chicago Style-

Internet sources are cited much in the same way as printed sources. Chicago Manual Style considers access dates of little significance due to the variability of electronic sources, except in the fields of medicine and law. Place this information in parentheses after the URL.

Article in an Online Professional Journal-

6. Frank Stein, "Nailing Down Teacher Bias," College Composition 45 (1999): 34-36, http://jstor.org/cc/1999/_45.

Online Site – personal or professional-

7. Holt Jansen, "Professional Data Services," 2001-5, <http://www.jansenprodata.com>.

Footnotes and Endnotes – Keys to Remember:

- The footnote should always appear at the bottom of the same page as the cited material.
- **Single-space** within a footnote; **double-space** between footnotes.
- Endnotes should appear before the Bibliography Page, but at the end of the paper. Title this section, *Notes*.
- **Double-space** all endnote entries-within and between entries (entries here are single-spaced for space☺).
- Indent the first line of each note and begin with the corresponding number, a period, and a space (some word document programs have a foot- and endnote program that automatically numbers and aligns notes).

Material compiled from-

Christine A. Hult and Thomas N. Huckin, *The New Century Handbook* (New York: Pearson, 2005), 374-384